

VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS

**Board Meeting
9-14-2020**

**THIS MEETING WAS HELD VIA TELECONFERENCE IN ACCORDANCE WITH
H.B. 197, 133rd G.A. §12 (2020)**

Attending:

Jeff Hastings, Chairman
David Wondolowski, Member
Rob Frost, Member
Inajo Davis Chappell, Member
Anthony W. Perlatti, Director
Shantiel Soeder, Deputy Director
Mark R. Musson, Assistant Prosecutor, Cuyahoga County
Linda Walker, Clerk to the Board/via teleconference

The Cuyahoga County Board of Elections Meeting began at 9:30 am. Hereinafter referred to as the CCBOE/Board.

Chairman Hastings noted that all Board Members were present.

Agenda Item 1: Approval of minutes from the August 25, 2020 board meeting

Chairman Hastings moved to approve the minutes from the August 25, 2020 board meeting. Board Member Wondolowski seconded. The motion passed unanimously.¹

Agenda Item 2: Acknowledgement of Secretary of State Directives 2020-17, 2020-18 and 2020-19.

Chairman Hastings also acknowledged a walk-on Directive, 2020-20, "*Ohio Democratic Party, et al. v. LaRose Litigation*", received on September 12, 2020 from the Secretary of State's Office.

Chairman Hastings moved to acknowledge Directives 2020-17, 2020-18, 2020-19 and a walk-on Directive 2020-20. Board Member Wondolowski seconded. The motion passed unanimously.

¹ Narrative that is underlined in the CCBOE minutes relate to a motion that was acted on by the Board.

Agenda Item 3: Certification of the post-election audit from the August 4, 2020 Special Election

Chairman Hastings moved to approve the certification of the post-election audit from the August 4, 2020 Special Election. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 4: Certification of remaining Issues and Write-In Candidates for the November 3, 2020 Presidential General Election

Chairman Hastings moved to certify the remaining Issues and Write-In Candidates for the November 3, 2020 Presidential General Election. Board Member Wondolowski seconded. The motion passed unanimously.

Agenda Item 5: Acknowledgement of withdrawal of an Issue for the November 3, 2020 Presidential General Election

Chairman Hastings moved to acknowledge the withdrawal of the Mayfield Village Issue from the November 3, 2020 Presidential General Election. Board Member Wondolowski seconded. The motion passed unanimously.

Agenda Item 6: Approval of personnel agenda

Director Perlatti stated the CCBOE is recommending approval to move the observance of two (2) holidays; Columbus Day from October 12, 2020 to December 24, 2020 and Veteran's Day from November 11, 2020 to December 28, 2020. Moving of the two (2) holidays would allow for no disruption during the Early Voting period and allow CCBOE staff to effectively conduct election business to include the certification of the Presidential General Election. The CCBOE's building will not be open to the public on either of the alternate dates.

Director Perlatti referenced the second item on the personnel agenda regarding an initiative directed at overtime compensation for CCBOE's permanent employees. In accordance with the current policy manual, CCBOE permanent employees are paid at a 35 hour work week. Employees begin overtime status for hours in the range of 36 through 40. CCBOE is proposing employees who work over the 35 hour work week, for the first five (5) hours only, be paid straight time and thereafter allow an employee to earn compensatory/exchange time. CCBOE is proposing this plan for several reasons due to the pandemic. There has been an increase in vote-by-mail, poll worker recruitment and polling location logistics. The proposed plan would allow for staff working more than 35 hours up to and including 40 hours to receive straight time pay for hours worked, without receiving compensatory/exchange time, for the first five (5) hours only. The straight time pay would be not more than five (5) hours per week or ten (10) hours per pay period. Time worked beyond 40 hours, or in increments of less than 30 minutes, will be paid as either compensatory/exchange time. This would be effective from September 14 through and including November 21, 2020. He further stated that CCBOE discovered that during election cycles CCBOE staff would accumulate compensatory/exchange time and begin utilizing their

compensatory time after any given election. This creates the absence of staff when planning for past and future election activity. Funding for this proposal is within CCBOE's current budget allocation due to current vacancies that exist and does not require any additional appropriation from County Administration and does not involve the utilization of CARES dollars. Board Member Wondolowski stated considering the special circumstances around this election and certainly being historic due largely to the pandemic, along with the added stress placed on employees and CCBOE's desire to run this election flawlessly, and being of the utmost importance to the board, he is in support of this proposal and supports including the Director and Deputy Director in the proposed plan. Chairman Hastings asked if non-exempt employees would have the most impact under the proposed plan. Perlatti replied the impact would be equally applied to exempt and non-exempt employees. Board Member Davis Chappell asked if this proposed plan is fairly standard to rules as other county agencies. Perlatti stated the County allows non-exempt staff to earn overtime pay but does not include exempt employees. Chairman Hastings asked if other boards of elections offered a plan such as the one being presented. Deputy Director Soeder replied other boards currently offer overtime pay to their employees. Board Member Wondolowski reminded board members that CCBOE went above and beyond to make sure we were able to recruit poll workers and temporary staff by increasing the compensation for those individuals and the permanent staff at the CCBOE are deserving of the same. Board Member Davis Chappell supported the plan and wanted to thank the staff in advance for all the work that is being done for this Election and said it is unprecedented given all that we are experiencing with the pandemic and she does appreciate all the work being done by the staff. Chairman Hastings asked if the proposed plan had been discussed with CCBOE's Human Resources and Fiscal Office and if they were in agreement with the proposed plan. Perlatti replied yes and CCBOE purposely built caps into the proposed plan so that not any one employee would be able to receive more than five (5) hours per week or ten (10) hours per pay period and this allowed CCBOE to know in advance what the high price point would be for every staff member. Chairman Hastings reiterated that this proposed plan is a one-time effort due to the pandemic and would be specific to the time period of September 14 through November 21, 2020.

Chairman Hastings moved to approve the moving of the observance of two (2) holidays as presented in the board packet. Board Member Wondolowski seconded. The motion passed unanimously.

Chairman Hastings moved to approve to personnel agenda as presented in the board packet regarding compensation for all exempt and non-exempt employees. Board Member Wondolowski seconded. The motion passed unanimously.

NEW BUSINESS

Vote-by-Mail Ballot Collection

The transcript of proceedings from the Vote-by-Mail Ballot Collection discussion is incorporated by reference into the minutes and is available for review upon request.

Poll Worker Recruitment

Director Perlatti stated the poll worker training started on September 4th. An initial survey completed by potential workers showed that 70% of workers would be returning poll workers. However, upon further review, CCBOE has now learned that only 50% of the existing workers are interested in returning. CCBOE currently has approximately 1,100 poll workers placed for this Election. CCBOE has sent out over 3,000 emails to potential workers requesting them to either sign up to take on-line training or in-person classes. A reminder email along with a robocall will also be sent to the interested individuals. CCBOE does have a pool of application resources to continue to work from. Additional resources are available from the Secretary of State's vote-by-mail application, where an individual can indicate if they are interested in being a poll worker. Also, from the Secretary of State's website, there are about 2,000 applications whereby individuals have signed up to be a poll worker. As of Friday, CCBOE staff has begun making copies of the applications and the Registration Department is assisting the Election Officials Department with the data entry of the applications. Board Member Davis Chappell asked if the poll worker hiring information is available on our website. Deputy Director Soeder replied yes. Chairman Hastings asked if CCBOE is satisfied with the number of poll worker classes and Board Member Wondolowski inquired if any of the contacted poll workers were having issues with the on-line access to training. Perlatti replied yes to the number of poll worker classes and that there were some issues with the on-line training which the Election Officials Department was working through this process and this is another reason CCBOE will be following up with the robocall to applicants. Board Member Davis Chappell stated at the last board meeting, the Election Officials Department reported a 7,700 pool of poll workers, and asked what the actual number of poll workers to date is. Perlatti replied that some are duplicates and applications are still being received and he believes that we will have more workers with a mix of returning working and new workers.

Polling Locations

Director Perlatti stated the CCBOE has confirmed 295 polling locations and initially in March had scheduled for 298. Perlatti further stated the number of precincts impacted is 89 and would affect approximately 83,000 voters at different locations. All 83,000 impacted voters will be sent a letter not later than Friday this week or Monday of next week advising them of the change in their precinct polling location. Board Member Davis Chappell inquired if most of the affected voters are in Cleveland and if CCBOE is planning to reach out to city leaders, ward leaders and others to notify them of the polling location changes. Perlatti responded that he was not sure of the number of Cleveland voters affected versus non-Cleveland voters and CCBOE will be contacting

individuals such as the clerk of council, state senators, state representatives and others to provide them with a sample of the letter so they are informed if and when they begin receiving concerns or questions.

Senior Assisted Living Facilities

Deputy Director Soeder stated that 66 of the facilities have selected vote-by-mail and 27 facilities have selected voting absentee with assistance from nursing home staff; one (1) location has successfully identified a bipartisan team for training. Soeder further stated there are two (2) facilities that are undecided and one (1) facility has not responded at all. The number of locations that had originally decided to vote absentee with assistance from nursing home staff has decreased due to the inability to identify bipartisan teams and have since switched to vote-by-mail. CCBOE staff is in the process of preparing a power point training presentation for the locations voting absentee with assistance from nursing home staff. Chairman Hastings asked if the bipartisan teams will be deputized and if the teams will be picking up the ballots, Soeder replied yes.

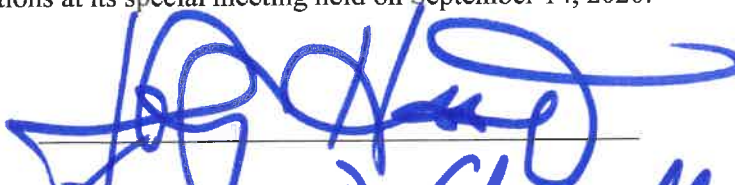
New Business Add-On

Director Perlatti stated ballots for UOCAVA will be sent out this Friday. CCBOE has approximately 2,500 voters who will receive their UOCAVA ballot. He further stated proofing of the physical ballot is near completion and CCBOE is hopeful the approval to print will be sent to Midwest Direct on September 28th. CCBOE has communicated with Midwest Direct to inquire what will cause a slowdown of printing of the ballots and one of the items identified is the production of the identification envelopes. CCBOE will provide Midwest Direct with some ballot files so that they may begin to produce the identification envelopes for UOCAVA. Further, CCBOE has ordered 700,000 envelopes for this election and the vendor will deliver the envelopes to Midwest Direct this Friday. The Monday before the opening of early voting, CCBOE will deliver the first batch of envelopes to the post office. CCBOE does not anticipate having the current 221,000 vote-by-mail applications requested for ballots on the first day of early voting, but does expect that the large volume of requests will be sent by that Friday. Board Member Davis Chappell stated that many people have inquired with her as to when they would receive their ballots and are asking if they can bring a ballot to the drop box location for various family members. Davis Chappell suggested if CCBOE would be able to send a reminder to voters regarding what constitutes a family member. She further stated that she commends our media partners for providing a great deal of media education regarding voting. Deputy Director Shoeder responded that we can post information on our website. Chairman Hastings inquired if CCBOE foresees issues with Midwest Direct regarding the capacity of ballots being printed versus issues with the post office. Director Perlatti replied the main post office has indicated they will be able to handle the volume provided to them from CCBOE and they further stated they are committed to ensuring a smooth process for this election. Chairman Hasting asked the Director to keep the board members apprised, as needed on this matter.

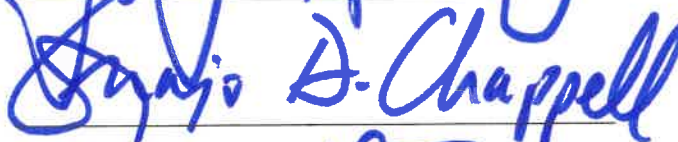
Chairman Hastings moved to adjourn at 10:40 a.m. Board Member Wondolowski seconded the motion. The motion passed unanimously.

Certification: I have reviewed the above minutes and certify that they are an accurate summary of the actions taken by the Cuyahoga County Board of Elections at its special meeting held on September 14, 2020.

Jeff Hastings, Chairman

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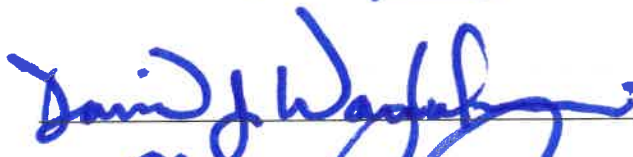
Inajo Davis Chappell, Member

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Robert S. Frost, Member

A handwritten signature in blue ink, appearing to read "Robert S. Frost", written over a horizontal line.

David J. Wondolowski, Member

A handwritten signature in blue ink, appearing to read "David J. Wondolowski", written over a horizontal line.

Anthony Perlatti, Director

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